

Declassified in Part - Sanitized Copy Approved for Release 2013/09/11 :  
CIA-RDP91-00280R000100130034-2

**Page Denied**

Declassified in Part - Sanitized Copy Approved for Release 2013/09/11 :  
CIA-RDP91-00280R000100130034-2

SEP 8 1981

[Redacted]  
Management Staff  
Room 2D00  
Central Intelligence Agency  
Washington, DC 20505

Dear [Redacted]:

This letter relates to the budget estimates required by the Office of Management and Budget (OMB) Circular Number A-11.

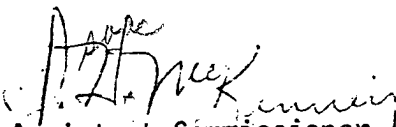
You are reminded that the provisions of 41 Code of Federal Regulations (CFR) (Federal Procurement Management Regulations Amendment F-44, January 1981) Subpart 101-35.204 provides that a copy of the annual agency-wide automatic data processing plans, with additional supplemental information, be submitted to the General Services Administration (GSA) concurrently with OMB submissions.

The information provided will be used in compiling Government-wide requirements and developing acquisition programs to assist agencies in meeting their needs in an efficient and economic manner.

To assist us in the orderly and efficient receipt and control of these submissions, please forward the GSA copy of your submission to Ms. I. S. Bayol, ADP Planning and Authorization Branch, Agency Planning Division, GSA, Washington, D.C. 20405.

Thank you for your cooperation.

Sincerely,

  
Assistant Commissioner  
for Office of Policy and Planning

## SUBPART 101-35.2      MANAGEMENT, ACQUISITION, AND UTILIZATION OF AUTOMATIC DATA PROCESSING (ADP)

101-35.205

(FED-STD) shall be implemented when applicable. Procedures for waiver or exception shall be complied with for each applicable mandatory FIPS PUB or FED-STD that is not implemented (see Subpart 101-36.13).

### § 101-35.203-10    Furnishing ADP items and services to contractors.

(a) When the very subject matter of a contract is for something other than the procurement of ADP items or services and commercially available ADPE is incorporated into the non-ADP system or commercial ADP services are used in contract performance, the acquisition and management of the non-ADP system shall be in accordance with other applicable regulations, rather than this subpart (see § 101-35.201(b)(2)).

(b) To facilitate the reutilization of ADPE, the Government contractor shall be required to identify the quantity and specific make and model of the ADPE that is delivered as a part of the non-ADP system. Nevertheless, agencies shall sever requirements for general purpose commercially available ADP items or services from the overall requirement, acquire them in accordance with these regulations, and provide them as Government-furnished property or services to the contractor when it is operationally feasible to do so and this action will promote economy, efficiency, and maximum practicable competition.

(c) In those instances when ADP items or services are severed pursuant to this subpart and procured by the Government, care must be taken to ensure that the prime contractor's ability and responsibility to perform in accordance with the contract provisions are not disturbed.

### § 101-35.204    Planning requirements.

(a) Agencies are required to prepare and submit annual agency-wide ADP plans in accordance with OMB Circular A-11. A copy of this plan shall be provided to GSA (CPS) concurrently with each submission to OMB. The

following supplemental information shall be submitted to GSA (CPS) with this plan:

(1) Trends in data processing workloads that will or may saturate existing ADP system capabilities prior to expiration of the full established initial user's system/item(s) life.

(2) Opportunities to take advantage of cost effective enhancements brought about by new ADPE technology, software improvements, and changes in the marketplace.

(3) Actions planned regarding system redesign to improve the efficiency and effectiveness of application software, the conversion of software to higher level languages, and the audit and update of documentation for consistency with the guidelines issued by the National Bureau of Standards.

(4) Approximate acquisition schedule.

(5) The proposed acquisition strategy for meeting projected ADP resource needs identified in the ADP plans submitted pursuant to OMB Circular A-11.

(b) Information in the plan will be used by GSA in compiling estimated Government-wide requirements and developing acquisition programs to assist agencies in meeting their needs in an efficient and economic manner.

### § 101-35.205    Specifications and purchase descriptions.

Specifications and purchase descriptions describing Government requirements shall be designed to promote competition to the maximum practicable extent from manufacturers, leasing companies, third-party vendors, and ADP services contractors. Functional specifications maximize competition and are the preferred method for expressing the user's requirements (see FPR §§ 1-4.1102-12 and 1-4.1109-10). Functional specifications may be augmented with equipment characteristics and performance criteria as necessary to accurately reflect the user's needs (see FPR § 1-4.1109-11). If functional